

**DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY**

Evidence Control Officer

Laboratory – Biological Science & Scientific Support Services

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

POSTING DATE: May 24, 2012

CLOSING DATE: June 1, 2012 *

Open To: Candidates on a current examination list.

JOB POSTING NO: 012811DL

NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 10 Clinton Street, Hartford, CT (Laboratory is relocating to 395 West Street, Rocky Hill)

SHIFT/HOURS: 1st Shift/35 hours/week,

SALARY GROUP/RANGE: HC 16/\$38,714 - \$52,213

Eligibility Requirement: Candidates must have applied for and passed the **Evidence Control Officer** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Preferred Skills:

- Experience with photographic imaging, processing and documentation of evidence for local, state and federal investigations
- Experience with DOT and IATA requirements for handling labeling, packaging ,shipping and documenting category A and B Infectious Substances and Dangerous Goods
- Experience handling samples/evidence for coordination of public health and public safety systems response
- Experience with procedures for transporting or relinquishing biological and environmental samples/evidence to local, state and federal law enforcement
- Experience with public speaking and presentation

GENERAL EXPERIENCE:

Five (5) years of experience in evidence collection and/or disposition in a laboratory or law enforcement setting.

Substitutions Allowed:

- 1.) College training in forensic science or other closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
- 2.) A Master's degree in forensic science or other closely related field may be substituted for one (1) additional year of the General Experience.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to work flexible hours.

CHARACTER REQUIREMENT:

In addition to the checking of references and facts in the application a thorough background investigation of each candidate may be conducted before persons are certified for permanent appointment.

WORKING CONDITIONS:

Incumbents in this class may be exposed to communicable diseases and hazardous substances.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST COMPLETE AND FORWARD THE APPROPRIATE "State of Connecticut Application Form for Examination and Employment" (Form CT-HR-12) (ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:

**Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7860 (if faxing, only one application is necessary)
EMAIL: dph.recruitment@ct.gov**

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES.